

ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 97-OHRS-070

POSITION: Management Analyst, 343

SALARY RANGE: \$38,330 - \$72,888

Opening Date: 05/23/97

Closing Date (for receipt of applications): 06/20/97

OFFICE:

Office of Human Resources and Statistics
Human Resources Division
Washington, D.C.

AREA OF CONSIDERATION:

Washington, D.C. Metropolitan Area -- All Sources

SALARY POTENTIAL: \$72,888

This is a temporary position not-to-exceed four years.

SALARY AND BENEFITS INFORMATION: Most positions in the Administrative Office (AO) are classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay. Salary is set commensurate with experience. Federal benefits are available for most positions according to federal guidelines.

MISSION STATEMENT: The Administrative Office (AO) is part of the Judicial Branch of the Federal Government and operates as an independent excepted service agency. The AO provides management support and services to the federal courts (except the Supreme Court) in three essential areas: administrative support, program management, and policy development. The AO is responsible for advocating and implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. The AO is the focal point for judiciary communication, information, program leadership, and administrative reform. The federal court system consists of over 28,000 employees, including approximately 1,650 Federal Judges, working in more than 800 locations throughout the 50 states and U.S. territories. The AO also supports program activities in the areas of court administration, defender services, and federal corrections and supervision of offenders.

DUTIES AND RESPONSIBILITIES: Duties to be performed include but are not limited to:

1. Planning and coordinating projects and assignments for the implementation of the training related to the new Human Resources Management Information System;
2. Coordinating and reviewing the work of contractors in the development and delivery of training programs;
3. Assisting in curriculum development, reviewing training materials and programs, and assessing the evaluations for the training courses;
4. Planning and conducting activities relating to development and monitoring of performance measures for training programs;
5. Assisting the training officer in conducting training and in the development of individual/leadership development plans and in providing career counseling; and
6. Developing and maintaining training databases or other computer information and reporting systems.

QUALIFICATION REQUIREMENTS: Applicants must have experience as listed below. This requirement is according to the AO Classification, Compensation, and Recruitment Systems (AOCCRS) which includes interpretive guidance and reference to the OPM Operating Manual for Qualification Standards For General Schedule Positions.

Applicants must have **one year of specialized experience** which is in or directly related to the line of work of this position and which has equipped the applicant with particular knowledge, skills, and abilities to successfully perform the duties of this position.

QUALITY RANKING FACTORS (QRF): Applicants must submit a narrative statement addressing the factors listed below. Each factor should be addressed separately and include the applicant's involvement in the activity. **(MANDATORY)**

1. Knowledge of curriculum development and training tools, techniques and delivery methods and ability to perform these activities.
2. Knowledge of and experience with managing contracts and handling a large variety and number of logistical training issues.
3. Ability to communicate effectively both orally and in writing to a wide range of clients.
4. Ability to use computer software programs.

FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT CONTACT: Charlene Green **ON:** (202) 273-2772

**PLEASE SEE HOW TO APPLY AND CONDITIONS OF EMPLOYMENT FOR DETAILED INSTRUCTIONS.
THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.**

HOW TO APPLY:

- > Your application must be in the AO Personnel Office (address below) by close of business on the closing date.
 - > Your application should include all of the information listed under the section, "**APPLICATION INFORMATION.**"
 - > You may choose to submit a signed and dated **OF-612 (Optional Application for Federal Employment)**, OR any other application format.
 - > Incomplete applications will not be considered. Also see brochure **OF-510 (Applying for a Federal Job)**.
-

APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses all the information listed below; otherwise, you may be considered ineligible for this position.

- > **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- > **Personal Information:** Full name, mailing address, day and evening area code and phone numbers; social security number; country of citizenship; title, series, grade or pay level, and dates of highest federal civilian position held.
- > **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF 15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- > **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualifications).
- > **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may not contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- > **Other Qualifications:** List any job-related training courses; skills (such as, languages, computer software/hardware, typing speed, tools, machinery); current certificates and/or licenses; honors, awards, and special accomplishments (such as, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).
- > **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation(s).
- > **Additional Information: Quality Ranking Factors are Mandatory.**

ADDRESS:

(for hand delivery)

One Columbus Circle, NE
Suite G-200
Washington, DC
(Union Station Metro)

(for mailing)

Administrative Office of the U.S. Courts
AO Personnel Office, Suite G-200
Washington, DC 20544

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- > All information is subject to verification.
 - > Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
 - > Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes: (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and** (2) photo identification (e.g., driver's license).
 - > All new employees of the AO must identify a financial institution for direct deposit of pay before appointment.
 - > If selected for first-time appointment to the Federal Government, you may be required to serve a trial period. Failure to successfully complete the trial period may result in termination of employment.
 - > If selected for a supervisory or managerial position, you may be required to serve a probationary period. Failure to successfully complete the probationary period can result in return to a position comparable to the one held immediately before this supervisory assignment or if you were not a federal employee before this assignment then you may be moved to a position one level below this supervisory position.
 - > Relocation expenses will not be provided unless specifically authorized by the Director of the AO.
-

GENERAL INFORMATION:

- > Applications must be received in the AO Personnel Office by the closing date of this announcement.
- > Application and enclosure(s) will not be returned.
- > More than one selection may be made from this announcement.

FOR ADDITIONAL AO JOB LISTINGS, PLEASE CALL: (202) 273-2760